



**PACIFICA**  
GRADUATE INSTITUTE

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# Campus Safety Manual

**2020-2021**

**Pacifica Graduate Institute  
249 Lambert Road  
Carpinteria, CA 93013**

## INTRODUCTION

The procedures described in this Emergency Preparedness Manual are intended to minimize confusion during campus emergencies. As such, the Manual may assist faculty, staff, and students in responding to various types of emergencies.

As a community, Pacifica Graduate Institute is committed to the security and safety of its members. In emergency situations, Pacifica will provide an appropriate response to safeguard everyone's well-being and to minimize material losses.

It is important to be reminded that emergency preparedness is an individual responsibility. Therefore, this Manual offers a reference for action during emergencies and should be kept in an easily accessible location. Faculty, staff, and students should take the time to read and become familiar with the contents of the Manual before an emergency occurs. Nonetheless, one's best judgment should be followed when confronted with an emergency. It should be noted that this Manual does not provide definitive answers to every possible emergency that might occur on campus.

This manual includes our current "Annual Fire Safety Report" in compliance with the Higher Education Act. Please see page 29 for more details and Clery statistics on page 31.

Questions or comments about this Manual or emergency preparedness should be directed to the emergency response team at the numbers listed herein. For any corrections or additions please contact the Director of Campus Safety.

Respectfully,

Adam Brown  
Director of Facilities, Campus Safety & Transportation  
Pacifica Graduate Institute

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# **QUICK REFERENCE EMERGENCY GUIDE**

**(SEE PAGE 5)**

## In Case of Emergency, Follow These Steps to Ensure Your Safety. Call 911 and Campus Safety (805) 679-6100



### Evacuation

- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings if safe to do so.
- Proceed to the nearest exit.
- Do not use elevators.
- Proceed to the designated evacuation point.
- Wait for instructions from emergency responders.
- Do not re-enter the building until instructed to do so by emergency responders.



### Fire

- Evacuate the immediate area.
- Activate the nearest fire alarm.
- **Call 911 & Campus Safety (805) 679-6100**

#### If you hear a fire alarm:

- Evacuate as soon as the alarm sounds.
- Do not open doors if they are hot.
- Use stairs only. Do not use elevators.
- Proceed to the designated meeting point.
- Do not re-enter the building until instructed to do so by emergency responders.



### Criminal Activity

Immediately **Call 911 and Campus Safety (805) 679-6100** from a safe location if you are the victim of or witness to:

- Assault.
  - Verbal or other threat of bodily harm.
  - Suspicious activity or suspicious packages/items.
  - Crimes in progress.
  - Weapons violations.
  - Activities presenting a serious risk to the individual or others.
- Do not confront the suspect or block their exit.



### Hazardous Materials Spill

- Evacuate the affected area.
- **Call 911 and Campus Safety (805) 679-6100.**
- Stay in a safe location to provide information to emergency responders. (upwind & uphill)



### Shooting

- **RUN-HIDE-FIGHT**
- If you can safely escape, **RUN**
- If running is not an option, **HIDE**
  - take cover
  - shelter in a secure area with:
    - At least 2 exits and locking doors.
    - Doors that can be locked or barricaded.
- As a last resort, **FIGHT**
  - Use accessible objects as weapons.
- Turn cell phone to vibrate.
- Continuously reevaluate & search for an escape.
- **Call 911 and Campus Safety (805) 679-6100.**



### Earthquake

#### If you are inside:

- Duck, cover and hold until the shaking stops.
- Avoid windows, filing cabinets, bookcases and other heavy objects.
- Evacuate the building, after the shaking stops, if necessary, or told by building staff or emergency responders.

#### If you are outside:

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms.
- Proceed to the designated evacuation point for your building.



### Medical Emergency

- **Call 911 and Campus Safety (805) 679-6100**
- Do not approach the patient unless it is safe to do so.
- Send someone to meet and direct emergency responders.
- Do not move the patient unless it is absolutely necessary.
- Provide first aid **ONLY** if trained and if it is safe to do so.



### Psychiatric Emergency

- **If necessary**  
**Call 911 and Campus Safety (805) 679-6100**
- If 911 is not needed, call Campus Safety
- For individuals "in crisis" but not a danger to themselves or others, call the Holman Group  
○ 1-800-321-2843



### Facilities Emergency

- Call (805) 679-6100 EXT. 7



### Additional Information

Reception (805) 969-3626

Lambert 249 Lambert Rd.  
Carpinteria, CA 93013

Ladera 801 Ladera Lane  
Santa Barbara, CA 93108

Safety@pacifica.edu

# EMERGENCY PROCEDURES

**A. In the case of building fire, safely make your way to the **STAGING AREA** found on the campus map.**

**B. In the case of earthquake safely make your way to the **STAGING AREA** only after the shaking has stopped and you feel you have a clear path to it.**

**C. In the case of a severe or life-threatening emergency, stay calm and follow these steps:**

**1. CALL 911 and be prepared to provide the nature of the emergency and the following information:**

- The number from which you are calling, and the number of the Pacifica Emergency Response Team: **805-679-6100.**
- The location from where you are calling:
  - Lambert Campus – 805-679-6101 reception desk  
**249 Lambert Road, Carpinteria, CA 93013**
  - Ladera Lane Campus – 805-879-7301 reception desk  
**801 Ladera Lane, Santa Barbara, CA 93108**

If you are familiar with your classroom location or residence hall, state that. E.g. “Ladera Classroom A.”

**2. Follow the instructions given by the 911 operator and remember to Stay Calm.**

**3. As soon as possible - Notify the Pacifica Emergency Response Team:**

**805.679.6100**

**D. In the case of an urgent situation that does not warrant an immediate 911 call:**

**1. Contact the Pacifica Emergency Response Team:**

**805.679.6100**

**2. Follow the instructions provided by the Team.**

**3. Call and email your supervisor or program chair to inform them of the incident (if you are a Pacifica employee).**

**4. File an incident report.**

**E. In the case of someone’s psychological or emotional distress that is beyond their ability to handle alone,**

**1. Encourage the individual to consult with their personal mental health professional or physician.**

**2. For individuals “in crisis” but not a danger to themselves or others, call The Holman Group and identify yourself as being from Pacifica Graduate Institute.**

**800.321.2843**

**3. Then contact the Pacifica Emergency Response Team: **805-679-6100****

## **EMERGENCY RESPONSE TEAM (ERT)**

**805-679-6100**

**Safety@pacifica.edu**

### **The Emergency Response Team Members:**

- **Adam Brown, Director, Facilities, Campus Safety & Transportation**  
Work: 805-879-7331  
Cell: 805-881-1228  
Email: Abrown@pacifica.edu
- **Heather Slade, Director of Guest Services & Retreat Operations**  
Work: 805-879-7310  
Cell: 805-220-8060  
Email: Hslade@pacifica.edu
- **Nicholas Sabatino, Academic Affairs Associate & Administrator for the President's Office**  
Work: 805-679-6118  
Cell: 805-746-5358  
Email: Nsabatino@pacifica.edu
- **Norma Mesa, Director of Human Resources**  
Work: 805-679-6158  
Cell: 916-768-9819  
Email: Nmesa@pacifica.edu
- **Tracie Teague, Director of Financial Aid**  
Work: 805-679-6137  
Cell: 805-218-3750  
Email: Tteague@pacifica.edu

## **REPORTING AN EMERGENCY**

When reporting an emergency, please make sure you first find a safe location.

- In all cases of emergency dial **911** then do the following:

**Follow the dispatcher's instructions and provide any requested information.**

### **Pacifica's Addresses and Phone numbers are:**

- **Ladera Campus:** 801 Ladera Lane, Santa Barbara, CA 93108  
805-969-3626
  - **Lambert Campus:** 249 Lambert Road, Carpinteria, CA 93013  
805-969-3626
- Do not hang up until the dispatcher tells you to do so. Advise the dispatcher of the situation and remain where you are until contacted by an officer or emergency response team (ERT) member.
  - After alerting **911**, alert an emergency response team (ERT) member. Repeat the above name, location, phone number, and nature of the emergency information and wait at the location for a team member's arrival. **ERT 805-679-6100.**

# EARTHQUAKE

In the case of an earthquake:

## **DROP, COVER and HOLD**

- To minimize earthquake effects, always maintain an earthquake safe environment. Move heavy objects from high shelves, secure bookcases and cabinets firmly to a wall, and maintain a personal earthquake kit in your car.
- If you are indoors, stay there. Get under a desk or table and hold on; protect your head, neck, and face. Do not run outside.
- In the event of a severe earthquake, after the shaking stops, safely exit the building. **DO NOT RE-ENTER.**
- If you are outdoors, get into an open area away from trees, buildings, walls, and power lines.
- If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay in the vehicle until the shaking is over.
- If you are in a building with an elevator, do not attempt to use it. Take the nearest stairway.
- If you are in a crowded public place, do not rush for the exit doors. Move away from windows and shelves containing objects that could fall. Secure yourself if possible.
- After the shaking subsides, safely evacuate the building; stay clear of buildings, walls, power lines, and trees. Make note of any facility damage and report to an Emergency Response Team member.

## EARTHQUAKE (con't)

- Report any fire or smell of gas to any emergency personnel.
- Students, faculty, and staff should report to an ERT member so s/he will be able to account for everyone.
- Follow the procedures in this manual for Fire, Hazardous Materials, and Serious Injuries as necessary.
- Identify and assist the injured, however, **do not move any seriously injured individual unless absolutely necessary to save a life or to prevent a life-threatening event.**
- Report any major damage, disruption, or injury to **911** and then report the same to an ERT member.
- Keep landline phones clear except when necessary to report serious hazards or injury.
- Do not return to an evacuated building unless directed to do so by an ERT member.
- Be prepared for aftershocks and move cautiously. Wear enclosed shoes to avoid injury.
- Make note of individuals who are missing. Provide information to emergency personnel. Tune a radio to a station broadcasting emergency information.
- It is possible that roads will be blocked and impassable. Be prepared to stay where you are for an extended period of time.

# **FIRES**

## **Fires: Brush**

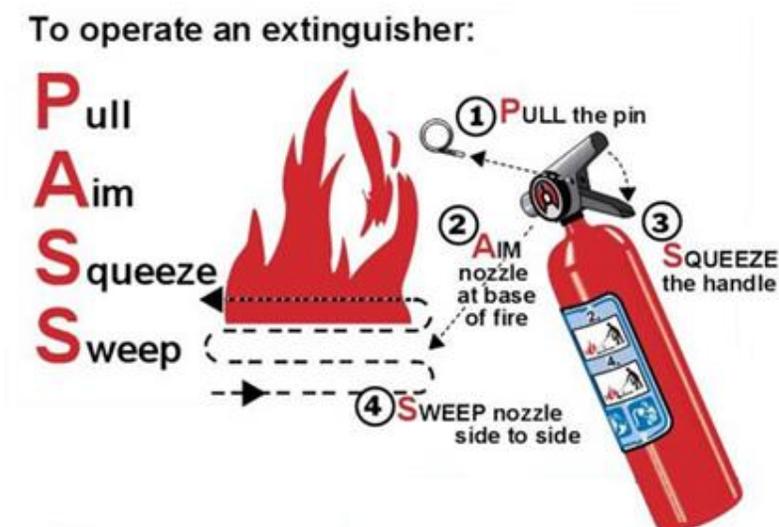
- On either campus, call 911 and notify an ERT Member.
- Give your name and the location of the fire. Do not hang up until the dispatcher tells you to.
- If you are indoors and it's safe to do so, close all windows and doors; open all curtains and blinds.
- If the fire is large, you may be instructed to proceed to a designated evacuation area. At the evacuation area, report to an ERT member.
- Because of road closures, traffic congestion, and the possibility that the fire may outrun you, it may not be advisable to leave campus during a brush fire. Use personal discretion.
- If instructed to relocate, do not return to a previous location until instructed to do so by emergency personnel.

## **Wild Fires**

- In the event of a rapidly advancing wild fire at the Ladera Campus, Pacifica may employ a "shelter in place" strategy. Students and employees should gather in the Barrett Center and wait for further instructions.

## Fires: Buildings

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building alarm.
- From a safe location dial 911 and the ERT number.
- Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- If you have been trained to operate a fire extinguisher and the fire is small (no larger than a wastebasket) you may wish to put out the fire with a fire extinguisher.
- To use the extinguisher after you have called 911, remember **P A S S** (**P**ull, **A**im, **S**queeze, **S**weep):
  - **P** - Pull the pin, hold extinguisher with nozzle away from you.
  - **A** - Aim low. Point the nozzle at the base of the fire.
  - **S** - Squeeze the trigger handle slowly and evenly.
  - **S** - Sweep nozzle from side to side.



- If the fire is large, smoky, or spreading quickly, leave the building immediately. Inform others in the building who may not have responded to the alarm to leave immediately. The alarm may not sound continuously. Even if the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building.
- Stay Calm and walk to the nearest exit. ALWAYS evacuate a building if the alarm is sounding.
- If you have a mobility impairment, request assistance from those nearest you and able. If no one is there to render assistance, proceed to the nearest stairway landing, shout for help and call the ERT.
- When a fire alarm sounds, **do not** use an elevator. Assist, or carry, all disabled persons using the stairs. (Evac stair chair located by the elevator on the 2<sup>nd</sup> floor of Administration)
- If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present. If the door is warm or hot, do not open the door. Back away from the door and find another exit.
- If there is smoke in your exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes.
- If your clothing catches on fire, **STOP, DROP, AND ROLL** until the fire on your clothing is out.
- Relocate to your designated evacuation area (See maps at the back of the manual to locate evacuation areas for each campus.) Report to an ERT member and do not return to the building until instructed to do so by emergency personnel.

## FLOODING AND WATER DAMMAGE

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken windows, construction oversights, or inclement weather.

### **If a water leak occurs:**

- On campus, call an ERT Member.
- Advise the dispatcher, or coordinator, of the exact location and severity of the leak. Indicate whether any valuables, art collections, or books are involved, or are in imminent danger.
- If there are electrical appliances or electrical outlets near the leak, use extreme caution. **If there is any possible danger, evacuate the area immediately.**
- If you know the source of the water and are confident of your ability to stop it (i.e. unclog the drain, turn off the water, etc.) do so cautiously.
- Be prepared to assist, as directed, in protecting Pacifica and any personal property which may be in jeopardy. Take only those steps that are needed to avoid or reduce immediate water damage: cover large objects with plastic sheeting; carefully move small or light objects out of the emergency area. **In no event should you risk your own personal safety, even if instructed to do so.**

## HAZARDOUS MATERIALS: SPILLS AND FIRES

### If a hazardous material spill occurs:

- If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.
- Call 911 and the ERT.
- If possible, notify the ERT member of the extent and location of the spill.
- If there is any possible danger, **evacuate the area immediately.**
- Remain up hill and upwind from the hazardous material.

### If a chemical fire occurs:

- Close the door as you leave and **immediately sound the fire alarm.**
- Call 911 and an ERT member.
- If the fire is large, smoky, or spreading quickly, stay calm and leave the building **immediately.** Inform others in the building who may not have responded to the alarm to leave immediately. The alarm may not sound continuously. Even if the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building. **Always evacuate a building if the alarm is sounding.**
- **Do not** use an elevator. Give assistance to disabled persons using the stairs.

## **HAZARDOUS MATERIALS: SPILLS AND FIRES (con't)**

- Relocate to your designated evacuation/staging area and stay out of the way of emergency personnel. Report to an ERT member and do not return to the building until instructed to do so by emergency personnel.
- Notify emergency personnel immediately if someone is trapped in the building

**Unless you have been trained specifically in fighting hazardous materials fires, do not attempt to extinguish the fire! Using the wrong device could cause the fire to flare up.**

## MEDICAL EMERGENCY

**\*\*AEDs are located at Reception of both campuses\*\***

### **In the case of a serious medical emergency:**

- Call 911 and follow instructions.
- Alert Campus Safety by calling **805-679-6100**.
- If you are staff, call your supervisor.
- Keep the injured person still, comfortable, and warm.
- Protect the person from any disturbances.
- Search for emergency identification.
- Send someone to meet and direct emergency personnel.

### **In the case of a serious psychological crisis (suicide attempt, disorientation, panic):**

- Call 911, follow instructions
- Notify Campus Safety by calling **805-679-6100**
- Stay with the person unless your safety is threatened and wait for emergency personnel to arrive.
- Remain calm.

### **In the case of someone's psychological or emotional distress that is beyond his or her ability to handle alone:**

4. Encourage the individual to consult with their personal mental health professional or physician.
5. For individuals “in crisis” but not a danger to themselves or others, call The Holman Group and identify yourself as being from Pacifica.

**Holman Group Phone Number: 800.321.2843**

6. Then contact the Pacifica Emergency Response Team **805-679-6100**.

## MEDICAL FACILITIES

### Hospital:

**Cottage Hospital, Santa Barbara:** Emergency Department  
805-682-7111, 805-569-7210

### Address:

400 West Pueblo Street, Santa Barbara, CA

Take Highway 101 North to Pueblo St. Exit. Turn right on Pueblo St. Hospital is on the left between Castillo St. and Bath St. Emergency and main entrance are on Pueblo Street.

### Medical Facility:

**Med Center:** 805-965-3011

### Address:

319 N. Milpas St., Santa Barbara, CA

Take Highway 101 North to Milpas St., continue 3-4 blocks to Med Center. Nearest cross street is Montecito St.

Hours are M-F 8:00 A.M. to 8:00 P.M. and Saturday 8:00 A.M. to 2:00 P.M.

## **CRIMES IN PROGRESS / CIVIL DISTURBANCE**

- Call 9-1-1 and notify Campus Safety at **805-679-6100**.
- Give your name, location, and telephone number. Do not hang up until the dispatcher tells you to do so. Advise the dispatcher of the situation and remain where you are until emergency personnel arrive or until your location is unsafe.
- If a hostile intruder is discovered in your immediate area, and you deem it unsafe to evacuate, retreat to a secure location such as an office or room which may be locked. Turn off all lights, remain quiet, low to the ground, and behind a desk or other furniture.
- Do not attempt to apprehend or interfere with the intruder except for self-protection.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, age, clothing, method and direction of travel, and name, if known. If the criminal is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics of the vehicle.
- In the event of a civil disturbance, continue in as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows; notify the ERT.
- Do not interfere with those persons creating the disturbance or with authorities on the scene.
- If questioned by authorities, or others, call Pacifica's legal counsel before responding at 805-689-9626.

## **EVACUATIONS**

In the event of any emergency requiring evacuation stay calm and follow the evacuation directions on the Quick Reference Emergency Guides posted throughout campus.

- Stay Calm. Do not rush or panic.
- Proceed to the evacuation/staging area via the safest route.
- Do not use elevators if possible.
- Wait for instructions from first responders or an ERT member.

## **EVACUATIONS OF PERSONS WITH DISABILITIES**

In the event of an emergency, individuals who use wheelchairs and other individuals with disabilities should make individual decisions based upon the circumstances presented. Only suggested procedures are as follows:

- Move toward the nearest and safest exit and follow the general procedures for evacuation.
- If there is a fire or an earthquake—or if there is an obstruction in the pathway—request assistance from others in the area and/or if a telephone is available notify 911 and an ERT member of your exact location.
- If assistance is not immediately available, stay in the exit corridor or the stairway landing. Continue to call for help until rescued. Individuals who cannot speak loudly should carry a whistle or have other means of attracting attention.

- If you use a wheelchair, or have any other mobility impairment, please advise the safety office upon arrival on campus. An emergency evacuation stair chair is located by the elevator on the 2<sup>nd</sup> floor of the Administration building.
- It is suggested that any individuals requiring additional assistance during an emergency preemptively instruct co-workers or fellow students on how best to assist them in an emergency.

## **EVACUATION – CAMPUS CLOSURE PROTOCOL**

### **Severe Weather/Natural Disaster**

#### **Notification Protocols:**

During the planning and decision process, the safety team will make every effort to keep employees and students notified of relevant information. As soon as a decision to evacuate or close the campus has been made, an email will be sent notifying students and programs, and will be posted on the Pacifica website and D2L homepage. If there is a track in session or will likely be affected by the evacuation, the track(s) will also receive an emergency text notification. All email updates should come from the Pacifica Safety Team email.

#### **Evacuation Order in Surrounding Areas:**

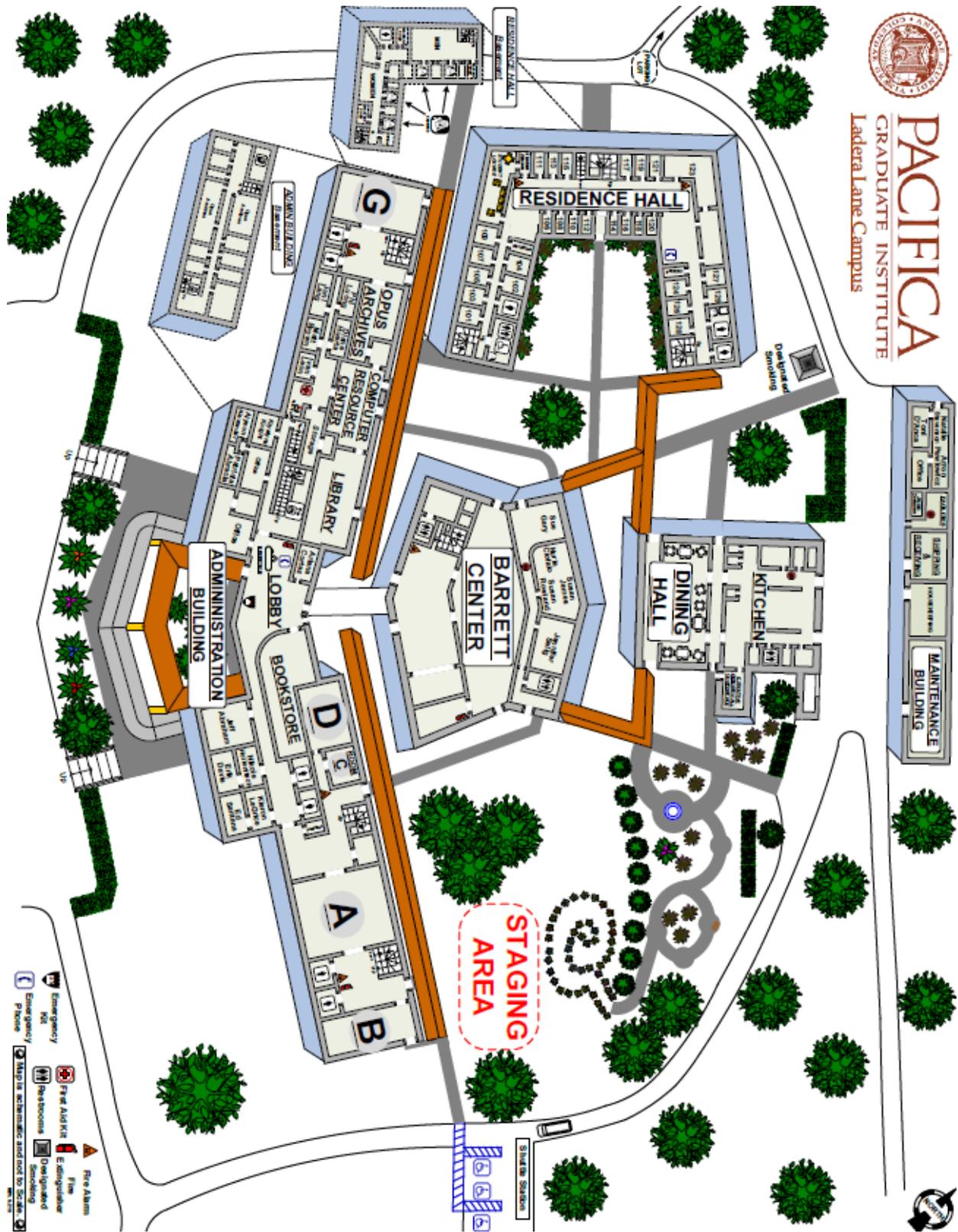
If the surrounding area is under an evacuation warning/order but the campus itself is not, the campus will remain open unless otherwise noted by the Safety Team or CEO. If guests or students are on campus, the Safety Team Chair or a qualified Safety Team member will reside on campus for the duration of the event. If students are on campus when a mandatory evacuation order for the surrounding area is given, not including Pacifica's campus, and the decision to continue business is made, then students will be promptly advised of the decision. An email will be sent and a meeting will be held with the students on campus. All faculty, and students are required to follow the decision made. If the decision made is to keep the campus open or to continue with classes until a designated time, faculty wishing to end class while campus is operational must notify the safety team and their Program Chair before executing that decision. Students may leave on their own will if they feel necessary for their safety, but will not be guaranteed excused absences if the decision to continue business as usual is decided. Staff must notify their supervisors if they opt out of working while the campus is open and may need to use a sick or vacation day. In any such event children under the age of 18 years old will not be permitted on the campus during the duration of the event.

## **Mandatory Campus Evacuation Faculty and Students:**

If the Pacifica campus itself undergoes a mandatory evacuation all students and employees must leave the campus. The decision to continue classes, use zoom, or an alternative method will be made and the students will be notified in a timely manner. If it is decided to continue with the residential session, and student's accommodations are relocated for safety by Pacifica to an offsite location, students will not be refunded residential fees. Pacifica will make every effort to provide the best accommodations available based on location and availability for the group as a whole. If campus is evacuated, the remainder of the "on campus session" is cancelled, and there is sufficient time for students to find their own accommodations, students will be refunded for nights not stayed at Pacifica. Any person needing to enter campus for any reason during an active evacuation shall receive permission **before** entering from the Emergency Response Team via calling 805-679-6100; if permission is provided, the person shall sign in and out at reception.



# LADERA CAMPUS / EVACUATION AREA MAP Floor 1

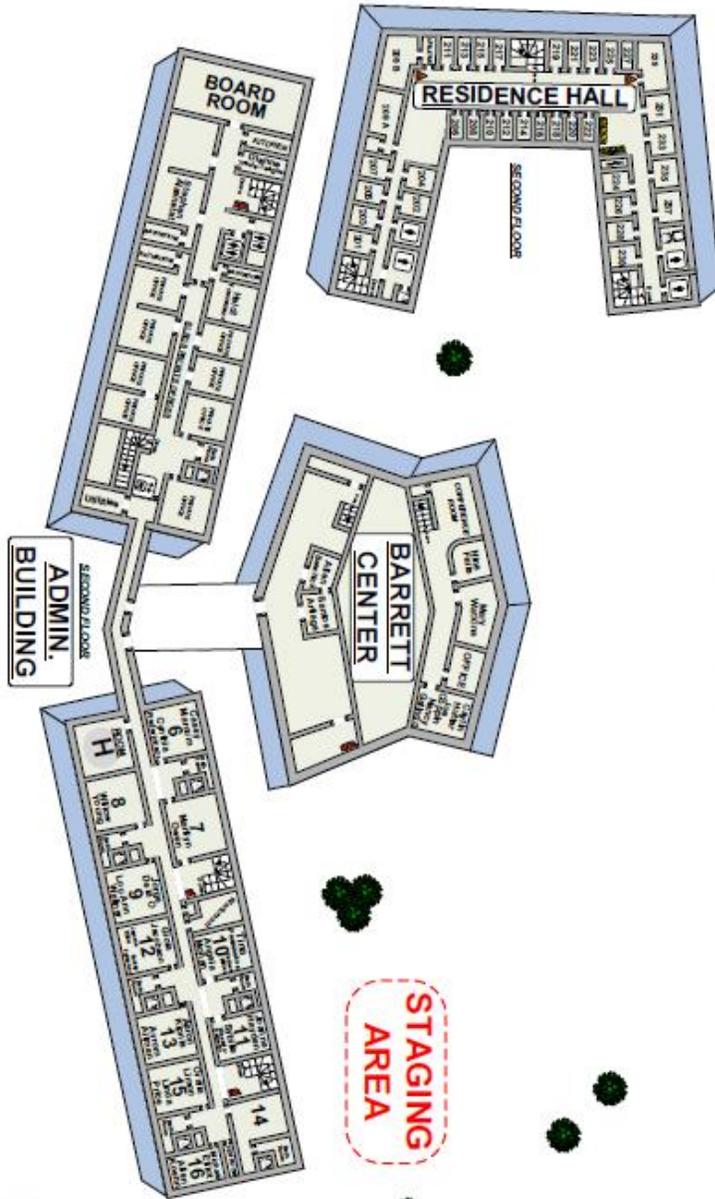


# LADERA CAMPUS / EVACUATION AREA MAP Floor 2



**PACIFIC**  
**UNIVERSITY**  
 GRADUATE INSTITUTE  
 Ladera Lane Campus

## SECOND FLOOR



**STAGING AREA**

- Fire Alarm
- First Aid Kit
- Fire Extinguisher
- Emergency Phone
- Emergency Kit
- Evacuation Route
- Map is schematic and not to scale

## **PERSONAL PREPAREDNESS**

### **Consider These Things Now:**

- Find out where the nearest shelters are likely to be located.
- Discuss your planning with friends/roommates/family members.
- Identify alternate meeting places in case of separation.
- Alert family members about your plans.
- Make arrangements for special needs.
- Store sufficient personal survival supplies.
- Store supplies to sustain you during your relocation.
- Have a designated out of state contact person that you will check in with.

### **After a Disaster:**

- Locate any missing friend/roommate/family members.
- Advise out-of-area family contact of your status.
- Use safety glasses, leather gloves, etc., when working.
- Do not enter damaged buildings.
- Exercise extreme care with fire.
- Avoid electric appliances around water.
- Stay away from power lines.
- Check water and food before consumption.
- Monitor and obey directives from government and campus officials.
- If you have phone service, use it only for emergencies.

## **Suggested Items for Relocation:**

- Water
- Flashlights
- Batteries
- Toiletries
- Bedding
- Games, books
- Medications
- Special dietary foods
- Valuable papers
- Photographs
- Contact lists
- Photo id
- Pens and paper
- Personal hygiene supplies
- Cash

**Never bring alcohol, drugs, or firearms to campus or to a relocation shelter.**

# **ANNUAL FIRE SAFETY REPORT**

## **Annual Fire Safety Report for Student Housing (Fall 2020)**

Each year, Pacifica Graduate Institute publishes a Fire Safety Report and a Campus Security Report to the community in compliance with the Higher Education Act (HEA). The required policy information and statistics for both crime and residence hall fire related issues are available in the Campus Safety Manual and on Pacifica Graduate Institute's website for downloading and printing. You may also request to view the report at any time by emailing [Safety@pacific.edu](mailto:Safety@pacific.edu). The fire safety report outlines fire safety practices, standards, training measures and all required residence hall fire statistics. The report provides information on the fire suppression and notification systems and policies related to smoking and open flames in student housing facilities.

Smoke detectors with battery backups are located in each individual housing unit, the halls and public areas. Automatic alarm systems utilizing sound and light are located in hallways and in the public areas of the residence hall. Fire extinguishers are located in prominent and public locations throughout the residence hall, with those locations being noted on every housing unit door map as part of the evacuation plan. The Pacifica Emergency Response Team coordinates regularly scheduled checking and reporting by trained staff on the status of residence hall fire extinguishers, emergency sounders, lights and smoke alarm systems.

### **Evacuation Procedures**

Building evacuation routes (primary and secondary) are posted on the back of the door of each room and in the public areas. They are also provided in the Pacifica Emergency Preparedness Manual, which may be found on Pacifica's Campus Safety Website. Students must evacuate during a fire alarm and proceed to the designated Evacuation/Staging area until notified that it is safe to return to the building and rooms. It is the responsibility of every student and guest to know how to safely evacuate the residence hall. This includes being familiar with evacuation routes and the locations of exits, stairwells, phones, and elevators. Students who fail to evacuate during a fire alarm may be subject to disciplinary action.

Persons with disabilities who may need assistance should inform the Pacifica's Disabilities Coordinator of the nature of the disability and type of assistance that may be needed. Individuals who must stay in place until emergency personnel arrive should be sure to inform another person of their specific location so the emergency responders can be notified. They also can call 911. An evacuation chair is mounted in the central area of the 2<sup>nd</sup> floor administration by the elevator; employees that have offices in the immediate area have been trained on how to use the EvacChair.

## **Fire Prevention**

It is the policy of Pacifica Graduate Institute to provide students, faculty, staff, and visitors with the safest possible environment, free from known fire hazards. The institute's goal is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. The goal is accomplished by conducting periodic safety inspections of fire systems and residence hall facilities, keeping facilities in compliance with all applicable state and federal fire codes, and increasing the fire safety awareness of residents by conducting fire drills. The Carpinteria-Summerland Fire Department, Facilities Management and Emergency Response Team conduct periodic inspections. Supervised fire exit drills are conducted at least twice a year and verbal feedback is provided at that time regarding the evacuation.

# CLERY DATA

Pacifica Graduate Institute 2019 Annual Campus Fire and Security Report											
<b>Criminal Offenses On Campus</b>			<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Criminal Offenses on Non-Campus Buildings</b>			<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-negligent Manslaughter	0/0	0/0	0/0	Murder/Non-negligent Manslaughter	0/0	0/0	*				
Negligent Manslaughter	0/0	0/0	0/0	Negligent Manslaughter	0/0	0/0	*				
Sex offenses (forcible)	0/0	0/0	0/0	Sex Offenses (forcible)	0/0	0/0	*				
Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0	Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	*				
Robbery	0/0	0/0	0/0	Robbery	0/0	0/0	*				
Aggravated Assault	0/0	0/0	0/0	Aggravated Assault	0/0	0/0	*				
Burglary	0/0	0/0	0/0	Burglary	0/0	0/0	*				
Larceny - Theft	0/0	0/0	0/0	Larceny - Theft	0/0	0/0	*				
Motor Vehicle Theft	0/0	0/0	0/0	Motor Vehicle Theft	0/0	0/0	*				
Arson	0/0	0/0	0/0	Arson	0/0	0/0	*				
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<b>Criminal Offenses In Residence Halls</b>			<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Criminal Offenses on Public Property Contiguous to the Campus</b>			<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-negligent Manslaughter	0/0	0/0	0/0	Murder/Non-negligent Manslaughter	0/0	0/0	*				
Negligent Manslaughter	0/0	0/0	0/0	Negligent Manslaughter	0/0	0/0	*				
Sex Offenses (forcible)	0/0	0/0	0/0	Sex Offenses (forcible)	0/0	0/0	*				
Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0	Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	*				
Robbery	0/0	0/0	0/0	Robbery	0/0	0/0	*				
Aggravated Assault	0/0	0/0	0/0	Aggravated Assault	0/0	0/0	*				
Burglary	0/0	0/0	0/0	Burglary	0/1	0/0	*				
Motor Vehicle Theft	0/0	0/0	0/0	Motor Vehicle Theft	0/0	0/0	*				
Arson	0/0	0/0	0/0	Arson	0/0	0/0	*				
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<b>Hate Crimes on Campus</b>			<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Hate Crimes at Non-Campus Buildings</b>			<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-negligent Manslaughter	0/0	0/0	0/0	Murder/Non-negligent Manslaughter	0/0	0/0	*				
Negligent Manslaughter	0/0	0/0	0/0	Negligent Manslaughter	0/0	0/0	*				
Sex offenses (forcible)	0/0	0/0	0/0	Sex Offenses (forcible)	0/0	0/0	*				
Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0	Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	*				
Robbery	0/0	0/0	0/0	Robbery	0/0	0/0	*				
Aggravated Assault	0/0	0/0	0/0	Aggravated Assault	0/0	0/0	*				
Burglary	0/0	0/0	0/0	Burglary	0/0	0/0	*				
Motor Vehicle Theft	0/0	0/0	0/0	Motor Vehicle Theft	0/0	0/0	*				
Arson	0/0	0/0	0/0	Arson	0/0	0/0	*				
Any other crime involving bodily injury	0/0	0/0	0/0	Any other crime involving bodily injury	0/0	0/0	*				

## CLERY DATA (con't)

<b>Hate Crimes In Residence Halls</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Hate Crime In Public Property Contiguous to the Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-negligent Manslaughter	0/0	0/0	0/0	Murder/Non-negligent Manslaughter	0/0	0/0	*
Negligent Manslaughter	0/0	0/0	0/0	Negligent Manslaughter	0/0	0/0	*
Sex offenses (forcible)	0/0	0/0	0/0	Sex Offenses (forcible)	0/0	0/0	*
Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0	Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	*
Robbery	0/0	0/0	0/0	Robbery	0/0	0/0	*
Aggravated Assault	0/0	0/0	0/0	Aggravated Assault	0/0	0/0	*
Burglary	0/0	0/0	0/0	Burglary	0/0	0/0	*
Motor Vehicle Theft	0/0	0/0	0/0	Motor Vehicle Theft	0/0	0/0	*
Arson	0/0	0/0	0/0	Arson	0/0	0/0	*
Any other crime involving bodily injury	0/0	0/0	0/0	Any other crime involving bodily injury	0/0	0/0	*
<b>Arrests On Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Disciplinary Actions On Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Illegal Weapons Possession	0/0	0/0	0/0	Illegal Weapons Possession	0/0	0/0	0/0
Drug Law Violations	0/0	0/0	0/0	Drug Law Violations	0/0	0/0	0/0
Liquor Law Violations	0/0	0/0	0/0	Liquor Law Violations	0/0	0/0	0/0
<b>Arrests In Residence Halls</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Disciplinary Actions Non Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Illegal Weapons Possession	0/0	0/0	0/0	Illegal Weapons Possession	0/0	0/0	0/0
Drug Law Violations	0/0	0/0	0/0	Drug Law Violations	0/0	0/0	0/0
Liquor Law Violations	0/0	0/0	0/0	Liquor Law Violations	0/0	0/0	0/0
<b>Arrests Non Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Disciplinary Actions Public Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Illegal Weapons Possession	0/0	0/0	0/0	Illegal Weapons Possession	0/0	0/0	*
Drug Law Violations	0/0	0/0	0/0	Drug Law Violations	0/0	0/0	*
Liquor Law Violations	0/0	0/0	0/0	Liquor Law Violations	0/0	0/0	*
<b>Arrests Public Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Fire Incidents</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Illegal Weapons Possession	0/0	0/0	0/0	Campus	0/0	0/0	0/0
Drug Law Violations	0/0	0/0	0/0	Residence Halls	0/0	0/0	0/0
Liquor Law Violations	0/0	0/0	0/0	Non Campus	1/1	0/0	0/0
<b>Violence Against Women VAWA</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>KEY</b>			
Domestic Violence	0/0	0/0	0/0	0/0 = Lambert/Ladera			
Dating Violence	0/0	0/0	0/0	* Data is provided by law enforcement agencies, 2019 data delayed due to COVID-19. Data will be updated on Pacifica's website when available.			
Stalking	0/1	0/0	0/0				
In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Pacifica's crime statistics and campus policies concerning crime and security are distributed annually and are available on our website and upon request.							

## NOTES